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MEMORANDUM FOR: Deputy Assistant Director for Personnel

SUBJECT : Logistics Office Survey

1. This report covers progress on the Logistics Office survey during the period 19 April through 23 April 1954.

2. Major activity during the reporting period was concerned with the distribution of job questionnaire forms to employees at a series of meetings held on Tuesday, Wednesday, and Thursday of last week. At these meetings, employees were briefed on the basic purpose of the survey and methods by which it is to be conducted, and were given instructions on how to complete the job questionnaire. In addition to the basic questionnaire form, specialized question lists covering eleven specific categories of positions were disseminated as aids to employees in developing the necessary information on their duties and responsibilities. The handbook "How Your Job is Classified in CIA", which we had originally planned to hand out at the meetings, had been given to employees previously in a separate distribution. In all, 21 sessions were held at three locations: headquarters, [REDACTED]

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[REDACTED] In two components, the Motor Pool and the Telephone Branch, it was not practicable to hold meetings directly with employees and arrangements were made for the questionnaires to be distributed by the supervisors. A five day deadline for completion of the questionnaires was imposed in all cases.

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3. Revised tables of organization for all components except the Administrative Staff were submitted to the survey team leader on Tuesday, 20 April 1954, the latter unit being forwarded on Thursday, 22 April 1954. Material presented on each component includes organization charts, functional statements, listing of positions, and assignments of personnel to positions. Functional statements are carried down to the smallest organizational breakdown, with two exceptions, both within the Supply Division. With respect to the exceptions, clarification will be requested from Logistics Office, although in one case the functional subdivision is fairly obvious. The material has been distributed to individual members of the survey team for study prior to commencing survey activities within their respective assignments.

4. In connection with the study of internal personnel functions and staffing of the Logistics Office, discussions were held with

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25X1A employees of the Personnel and Training Branch, Administrative Staff, and information developed as to current distribution of work and present staffing pattern. In addition, discussions were held with [REDACTED] of the Management Staff, with regard to the proposed staffing on the revised T/O, which calls for nine positions. Mr. 25X1A [REDACTED] findings at this time indicate, in his opinion, that this figure could be lowered somewhat. Specific recommendations on the point are being developed, together with recommendations as to functions which properly should be performed by the Personnel and Training Branch.

5. At the request of the Logistics Office, arrangements are being made to coordinate the classification survey with an internal management study which is to be conducted by the Technical Review and Policy Staff. Inasmuch as the fact finding phases of both efforts utilize essentially the same sources for securing basic data, i.e. employees and supervisors, a merged endeavor in this regard will avoid unnecessary duplication of effort and reduce the demand on employees and supervisors for job information. It is planned to have representatives of the Technical Review and Policy Staff work directly with members of the classification survey team in covering the various organizational components. Members of the Technical Review and Policy Staff are to participate in work audits with supervisors and employees to the extent necessary to meet their needs for information, although it is not anticipated that a hundred percent coverage will be necessary in this regard. The arrangements made clearly provide that speed in rate of completion of the classification survey is not to be hampered by coordinating it with the other study and that responsibility for grade recommendations will not be pre-empted in any way by the Logistics Staff representatives. An advantage that will accrue to the classification team by virtue of this arrangement is that it will provide a ready channel for referring any organizational or functional questions that may be uncovered as the survey progresses.

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Chief, Classification and Wage Division

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